



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 005-17FFC

TO: Chair and Members of the Finance & Facilities Committee

FROM: Laura Di Cesare, Acting Chief Executive Officer

DATE: 2017 February 2

2016 VENDOR / VISA PAYMENTS

Recommendation

It is recommended that the Finance & Facilities Committee receive Report No. 005-17FFC, re: "2016 Vendor / VISA Payments," as information.

Key Points

- Appendix A provides a list of vendors that received \$100,000 or greater from the Middlesex-London Health Unit in 2016.
- Appendix B provides a summary of purchases made using the corporate purchase cards.

Vendor Payments

In accordance with Section 5.17 of the Procurement Policy, the Associate Director of Finance is to report annually the suppliers who have invoiced a cumulative total value of \$100,000 or more in a calendar year. A list of twenty vendors who were issued payments in excess of \$100,000 in 2016 is attached as [Appendix A](#). The payments to vendors include payments associated with Health Unit building and equipment leases, employer paid benefits, contracts for delivery of speech and language services for tykeTALK, computer hardware and software purchases, and medical supplies for clinic services.

Corporate Purchase Card (Visa) Payments

The Finance & Facilities Committee also receives annually a summary report for purchases made with corporate purchase cards. A summary by category of purchases made using corporate credit cards in 2016 is attached as [Appendix B](#). The total amount purchased through the corporate purchasing cards was \$445,386, an increase from 2015 by \$34,491.31 (8.4%). This was based on 2,447 transactions in 2016, a decrease of 185 transactions (7.0%). Corporate purchase cards are used frequently to facilitate the efficient payment of goods and services. The top-two expense types in 2016 were materials and supplies (including both office and medical/clinic supplies) in the amount of \$142,830 (32%), which accounted for 44% of the transactions; and advertising and health promotion in the amount of \$108,247 (24%), which accounted for approximately 10% of the transactions.

This report was prepared by Mr. John Millson, Associate Director of Finance.

A handwritten signature in blue ink, appearing to read 'Di Cesare'.

Laura Di Cesare, CHRE
Acting Chief Executive Officer